

Approved For Release : *7/1*

Report - 2

CIA-RDP70-00211R000200190014-3

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

AUGUST 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	113	206	
2. RECORDS ACCESSIONED	878	1,681	37,181
3. RECORDS DISPOSED OF AT CENTER	103	263	3,211
4. RECORDS TRANSFERRED FROM CENTER	108	171	7,979
5. RECORDS HOLDINGS	25,991		
6. DISTRIBUTION MATERIAL RECEIVED	193	459	20,970
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	85	224	6,019
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	62	112	3,833
9. DISTRIBUTION MATERIAL HOLDINGS	*12,376		
10. TOTAL HOLDINGS	38,367		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,048	1,954	55,976
12. INFORMATIONAL REQUESTS	316	891	6,087
13. INFORMATION REPORTS	287	513	
14. INTELLIGENCE REPORTS	7,078	11,473	
15. ADMINISTRATIVE ISSUANCES	762	1,260	
16. TOTAL	9,491	16,091	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	15,206	27,529	
B. RETURNS	3,490	6,848	
18. ADMINISTRATIVE ISSUANCES	7,357	10,757	
19. TOTAL	26,053	45,134	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	734	1,346	
21. PHOTOCOPY	219	334	
22. DITTO	204	222	
23. TOTAL	1,157	1,902	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	71,250	
25. UTILIZED	38,367	
26. COMMITTED	10,967	
27. AVAILABLE	21,916	